

POLICY AND PROCEDURES

NUMBER: 1317

SUBJECT: Hospital Post

ACA STANDARDS: 4-ALDF-4C-08; 5B-16

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 3/1/90

REVISION DATE: 9/97, 1/01, 4/02,
3/07, 3/12, 7/13, 7/14, 1/15, 12/15, 11/16,
1/18, 12/18



I. POLICY

The St. Louis County Department of Justice Services will maintain a security post in a community hospital while the inmate is given medical care in which the Corrections Medicine staff is unable to provide at the Justice Center.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Custody staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Hospital Post Officers will always be in full uniform when on duty at a hospital post, (unless on duty in dress down attire). Officers will also wear their County ID.
2. Officers will complete the Hospital Post Training course prior to assuming a hospital post. The training will consist of the following:
 - a. Completion of training course (course given during three week training academy for new officers)
 - b. Eight (8) hours on the job training on Hospital Post that is to be completed during the six month probation period and is to be completed in two separate four (4) hour sessions

- c. Successful completion of probationary period.
 - d. Refresher course every two (2) years
- 3. All hospital posts are non-smoking posts.
- 4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- 5. After the inmate has been placed in restraints, (See Section B) the officers will contact the Watch Commander or Master Control, if the Watch Commander is not available, to report that the post has been opened.
- 6. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- [7. Corrections Officers who are scheduled to work a hospital post will complete the following upon their arrival and prior to the departure of the off-going officer:
 - a. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- 8. The on-coming officer will inform the Watch Commander of the following:
 - a. Time of arrival
 - b. Any problems that occurred during the inspection of the area or with the security equipment
 - c. An inmate count.

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

9. The off-going officer will inform the Watch Commander of the following:
 - a. Time of departure
 - b. Any inmate complaints, other than medical care
 - c. A summary of any important incidents, (abnormal behavior by inmate, arrival of visitors without proper authorization, etc.) which occur during the shift.

NOTE: The Watch Commander will inform the Corrections Medicine staff of any incidents (i.e., bizarre behavior, etc.) which may assist them when the inmate is returned to the Justice Center.

10. The off-going Hospital Post Officer will verbally pass on all important information to the on-coming Hospital Post Officer and report to the Watch Commander.
11. The condition of all security equipment and any important incidents will be noted in the Hospital Post Daily Activity Book.
12. The following equipment is the minimum needed for each hospital post:

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the

public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

13. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
14. Any missing or defective equipment will be reported to the Watch Commander immediately. Watch Commanders will ensure the proper equipment is taken to the Hospital Post. This will be noted in the Hospital Post Daily Activity Book.
15. The Hospital Post Officer will never relinquish direct supervision of an inmate. The officer is to remain in the room at all times. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
16. The Hospital Post Officer will position himself/herself in the inmate's room at an appropriate distance from the inmate at all times (near the door, if possible), except when checking restraints.
17. The Hospital Post Officer shall be alert and will remain conscious of the need for security at all times. Conduct of the Hospital Post Officer shall be consistent with the maintenance of proper security and welfare of the inmate under his/her supervision.
18. When medical personnel need to treat an inmate, the Hospital Post Officer will check the medical personnel's ID and stand in a remote position in the inmate's room to observe the inmate and the medical personnel. Upon departure of the medical personnel, the officer will ensure the area is clear of all contraband.
19. If a Hospital Post Officer becomes aware that a member of the hospital staff treating the inmate is a friend or relative of the inmate, the Watch Commander will be notified by the Hospital Post Officer. The Watch Commander will handle each incident on an individual basis and inform the Superintendent of Security/designee. The hospital and hospital post officer will be

informed of any change in the inmate's status the officer will record the change in the Hospital Post Daily Activity Book.

20. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.. Hospital Post Officers will direct the hospital staff to only inform the officer of this information.
21. Inmates will not be allowed to make or receive phone calls unless authorized by the Superintendent of Security/designee. Any authorized calls will be dialed by the hospital post officer. The officer will refer any phone calls concerning the inmate to the Superintendent of Security/designee.
22. Inmates will not be allowed to receive mail at the hospital. If the inmate receives mail at the hospital, the officer will write "Return to Sender" on the envelope and return the mail to the hospital staff.
23. Hospital Post Officers will ensure the inmate is not given any food, beverages or medication, except from the hospital staff. Inmates are not to be given any cans or glass bottles and will only use plastic utensils.
24. The Hospital Post Officer will report any inmate complaints concerning medical care or abnormal behavior to the hospital staff and the Watch Commander. If an Incident Report is needed, the officer will complete the report on the next day he /she reports to the Justice Center for duty, unless the Watch Commander directs the officer to complete the report that day. The incident will also be noted in the Hospital Post Daily Activity Book.
- [25. When the inmate needs to be moved from the hospital room for tests, surgery, etc., Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
26. In an operating room, the officer will remain in the room until the inmate is anesthetized (loss of consciousness) and then remain

outside of the door, with continuous observation. The officer will remain with the inmate in the recovery room.

27. The inmate will be moved from the room only if the inmate is placed in leg irons and handcuffs. At no time will all restraints be taken off an inmate. (See Section B-4 and 5 of this policy for exceptions.) If a restraint must be removed from one wrist or ankle for an x-ray, therapy, etc., that restraint will be secured to a bed or heavy object. Two (2) officers or one (1) officer and one (1) Hospital Security staff will be present if the inmate needs to be out of restraints (i.e., physical therapy, tests, etc.). Any exceptions are to be authorized by the Watch Commander.

NOTE: When a Corrections Officer or Hospital staff is armed and is present while an inmate is out of restraints due to physical therapy, tests, etc., the armed Corrections Officer or Hospital staff will remain at a safe distance from the inmate. The unarmed Corrections Officer will approach the inmate if necessary.

28. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
29. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
30. The officer will also inform Watch Commander and Hospital Security when the inmate and the officer depart the room for x-ray, surgery, therapy, etc. and return to the room.
31. The inmate will use a urinal or bedpan when he/she needs to use the bathroom. Any exception will be authorized by the Superintendent of Security/designee.
32. The door to the inmate's room will be unlocked, but closed at all times.
33. Only female Corrections Officers will be utilized as Hospital Post Officers for female inmates.

34. The Hospital Post Officer will not have any contact with a baby delivered by an inmate. If the inmate needs assistance with the baby, nursing staff should be notified.
35. Hospital Post Officers will immediately contact Hospital Security and/or the policing agency and the Watch Commander if concerns of security arise.
- [36. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
37. When an inmate is discharged from a hospital post to the Justice Center, the following will occur:
 - a. After the Hospital Post Officer is made aware of the discharge by the hospital staff, (and a “fit for confinement” is signed by the Doctor) he/she will contact the Watch Commander. The Watch Commander will direct the Hospital Post Officer to contact him/her again when the discharge papers are in the officer's possession.
 - b. The Watch Commander will inform the Corrections Medicine staff of the tentative return of the inmate from the hospital.
 - c. The Corrections Medicine staff will contact the hospital staff to verify that the Corrections Medicine staff is able to give the appropriate treatment to the inmate upon his/her return. The Corrections Medicine staff will inform the Watch Commander and the inmate's caseworker of the inmate's return and plan appropriate housing.
 - d. When the Watch Commander is informed that the hospital discharge papers have arrived, the Watch Commander will ensure that officers are sent to the hospital to return the inmate to the Justice Center. (See Sections E and F for individual discharge instructions)
 - e. The Hospital Post Officer and transporting officer will return the inmate, the paperwork and medication to the Justice Center according to the instructions in Policy # 1318 Emergency Movement to Hospital. The hospital bag

will be returned to the Justice Center and inventoried and sealed by the Watch Commander on-duty or his/her designee before being secured in the Communications Room. The on-duty Watch Commander or designee will ensure that the restraints are clean and ensure the restraints are in good working order after the equipment has been inventoried.

38. Hospital volunteers are not allowed in an inmate's room. Volunteers from the St. Louis County Jail may visit the inmate, but the volunteer will schedule an appointment with the Superintendent of Security/designee. The Superintendent of Security /designee will contact the officer and inform him/her of the volunteer's visit.
39. A Watch Commander will conduct a tour of the hospital **Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.**
40. The Superintendent of Security will tour the hospital posts and remain in contact with the Hospital Security supervisor to review security procedures, as needed.

B. Restraints

1. The inmates will be restrained by securing a leg iron on one ankle and securing the other side of the leg iron to the bed frame. A handcuff will be secured to the inmate's wrist opposite the restrained leg and the handcuff will be secured to the bed frame.

Additional leg irons have been placed in the hospital bag to assist in properly securing the leg iron and hand cuff to the bed frame. One (1) or two (2) layers of gauze may be placed on the inmate's wrist and ankle to avoid any irritation to the inmate's skin. Before additional restraints can be used on the inmate, authorization will be obtained from the Watch Commander.

- [2. At the change of shifts, the on-coming and off-going officers will check the restraints *to ensure the inmate has not* tampered with the restraints. Caution will be used whenever an officer is checking an inmate's restraints.]

3. Always double-lock all restraints.
4. The inmate will always be placed in leg irons and handcuffs when departing his/her hospital room.
5. At no time will an officer remove all restraints from an inmate. (See Section B-4 & 5 of this policy for exceptions.) When a restraint is removed from an ankle or wrist due to x-ray, therapy, operation, etc., the restraint that was removed from the wrist or ankle will be secured to the bed frame or a heavy object. The restraints will be properly secured to the inmate as soon as possible. . Any exceptions to this policy will be approved by the Watch Commander. Two (2) officers or one (1) officer and one (1) Hospital Security staff will be present if the inmate needs to be out of restraints (i.e., physical therapy, tests, etc.).

NOTE: When a Corrections Officer or Hospital staff is armed and is present while an inmate is out of restraints due to physical therapy, tests, etc., the armed Corrections Officer or Hospital staff will remain at a safe distance from the inmate. The unarmed Corrections Officer will approach the inmate if necessary.

6. If the inmate is restricted to a wheelchair, that inmate will be restrained to the wheelchair if possible, or his/her wrists and ankles will be restrained with the appropriate restraints. The officer is responsible for pushing the wheelchair to the appropriate location.
7. The only authorization for complete removal of restraints while the inmate is in the hospital room will be verbal instructions from the Director of the Department of Justice Services or designee.
8. See Policy # 824 Use of Restraints for further information.

C. Emergencies

1. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the

public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

.a. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

D. Visiting

1. Only visits that are approved by the Superintendent of Security/designee will be allowed for inmates housed at a hospital post. These visits may be granted for inmates in serious condition, critical condition or inmates in the hospital for an extended stay.
2. The Superintendent of Security/designee will establish the times of the visit.
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
5. Visits will be authorized and conducted in the following manner:
 - a. The visitor(s) may request visits by speaking in person with the Superintendent of Security/designee
 - b. The Superintendent of Security/designee will make three (3) photocopies of the visitors ID and complete a Hospital Visiting form (See Attachment 1), which includes a copy of the visitor's photo ID, approving one visit for that week. Two (2) copies of the form will be given to the visitor and the other copy will be filed by the Superintendent of

Security. The visitor will make a request to visit an inmate to the Superintendent of Security in person on a weekly basis.

- c. The Superintendent of Security/designee will inform the Hospital Post Officer and Hospital Security staff of a pending visit.
- d. The Hospital Post Officer must receive the Hospital Visiting form from the visitor and be shown a photo ID before the visitor is allowed to visit.
- e. The Hospital Post Officer will use a hand held metal detector to search all visitors.
- f. The Hospital Post Officer will write the visitors' names and the date of the visit in the Hospital Post Daily Activity book. The Hospital Visiting form will be placed in the Hospital Post Daily Activity Book.
- g. The visitors are never to come in physical contact with the inmate. They are to stand or sit at the foot of the inmate's bed. The Hospital Post Officer will physically observe the visit at all times, from inside the inmate's room.
- h. The visitors are not allowed to bring food or personal belongings (i.e., purses, bags, outer garments, lighters, cigarettes, etc.) into the hospital room and are not allowed to leave any items for the inmate, unless authorized by the Superintendent of Security/designee.
- i. The visitors will not be allowed to use the bathroom in the inmate's room.
- j. The Hospital Post Officer may direct the visitor(s) to step out of the inmate's room due to the medical staff requesting to enter the room. The visitors will wait outside of the inmate's room until the medical staff has completed their business and the officer can continue the visit.

NOTE: The officer will use the metal detector on the visitors before the visitors re-enter the room.

- k. In case of an emergency, the Hospital Post Officer will immediately terminate the visit and instruct the visitors to depart the area.

- l.** The Hospital Post Officer may terminate the visit, if a visitor or inmate violates any of the visiting procedures.

The officer will write an Incident Report and immediately report the incident to the Watch Commander. The Superintendent of Security/designee may deny the visitor(s) future hospital visits.

- m.** If a visitor refuses to depart due to a rule violation, arriving without proper authorization, routine medical business or in case of emergency, the officer will contact hospital security who will escort the visitor from the inmate's room. The officer will also notify the Watch Commander and write an Incident Report. The Superintendent of Security/designee may deny the visitor(s) future hospital visits.
- n.** The Hospital Post Officer will ensure that the area is free of contraband and trash upon completion of the visit.

- E.** Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

3. Admitting and Discharging from the Hospital

- a.** The Watch Commander will call the Hospital's Security Dispatch to inform them that an inmate is en route to the hospital and the estimated time of arrival.
- b.** A member of the hospital security staff may meet Justice Services staff outside of the emergency room entrance with a wheelchair and blanket to cover the inmate's restraints. The security staff may also assist in escorting inmates who arrive in ambulances.
- c.** The Hospital Post Officer will contact the Security Officer by phone upon departure of an inmate from the hospital. A Security Officer will ensure a wheelchair and blanket are brought to the inmate's room and will assist in escorting the inmate to the county vehicle using the Emergency Entrance/Exit.

4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records..
 5. Upon arriving at the hospital and at the beginning of each shift, the corrections officer is responsible for reading the Forensic Staff Orientation booklet. A member of the hospital security staff will bring this booklet to the officer. The officer will sign the sheet stating he/she has read and understood the booklet.
- F. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

2. Admittance to and discharge from the hospital

- a. The officers and inmate will enter the Emergency Room entrance and be assisted by hospital security.
- b. The inmate will be placed in a wheelchair and given a blanket to conceal the restraints on the inmate.
- c. The inmate will be taken directly to the maternity ward where the admissions process will be completed.

NOTE: If the inmate is having a medical emergency, the inmate will receive triage in the Emergency Room and moved to the maternity ward as soon as possible.

- d. Restraints will remain on the inmate at all times, (See Section D of these procedures) except during delivery. Restraints will be placed on the inmate immediately after the birth of the child.

NOTE: The only exception being once an epidural has taken effect, the restraints may be removed.

[NOTE: When the restraints are removed from the inmate for labor and delivery, the hospital post officer will enter the time in the hospital log book and contact the Watch

Commander. After delivery, the officer will enter the time the restraints are re-applied in the hospital log book and contact the Watch Commander.]

- e. Upon discharge from the hospital, the inmate will be placed in a wheelchair and will be given a blanket to conceal the restraints. The inmate and the officers will depart through the Emergency Room exit to an awaiting vehicle.

3. Visiting

- a. Visits for the inmate will follow the same authorization and times as in Section D of these procedures.

NOTE: Visits will not exceed forty (40) minutes.

- b. Visitors who arrive without proper authorization will be turned away. If the visitors refuse to depart the area, the officer will notify hospital security.

4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

- b. Officers will have their parking tickets validated between 7:00 AM and 7:00 PM by taking the tickets to the garage office located on the first level of the garage. Officers will be in uniform and present their County ID.

G. Assuming a Hospital Post from St. Louis County Police in the Emergency Room

- 1. In the event the St. Louis County Police Department makes an arrest and the prisoner is taken to the emergency room, Justice Services will take over the hospital post in the emergency room if the following conditions are met:
 - a. the prisoner must be admitted to the hospital and is awaiting a room
 - b. warrants must be active or issued

NOTE: The Watch Commander will contact the emergency room charge nurse to verify that the prisoner has been admitted to the hospital and is waiting for a room.

2. The Police Officer will notify the Watch Commander when the conditions are met and Justice Services will assume the post as soon as possible, with the goal being to assume the post no later than 4 hours after notification from the County Police.
3. The Police Officer will ensure intake receives all of the booking information and prisoner will be booked before Justice Services assumes the post. The Corrections Officer reporting to the hospital will take the IJMS booking sheet to the post.
4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
5. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
6. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
7. If Justice Service officers arrive at the hospital and the prisoner has already been moved to a room, the armed Transportation Officer will return to the jail. The Watch Commander will arrange transportation for the Corrections Officer remaining at the hospital to return to the jail at the end of his/her shift.

NOTE: Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail,

and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

8. The above procedures only pertain to the St. Louis County Police Department. For all other agencies, Justice Services will not assume a hospital post until the arrested person has been admitted to a hospital room.